

Order #: _____

Receipt #: _____

Image Request Form - External

Please complete this form to request the reproduction and use of images from PAMA's collections and email it to the applicable Collections Specialist with the subject line "Image Request-Art Gallery" or "Image Request-Museum" at: Art Gallery: pamaartgallery@peelregion.ca, Museum: pamamuseum@peelregion.ca.

Applicant

Name: _____ Title (if applicable): _____

Company/Affiliation (if applicable): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Email address: _____

Website (if applicable): _____

Image Requested

Object(s) Number: _____ File Format: _____

TIFF JPG PNG Other: _____

Description: _____

Resolution: _____

Requested Image(s) Use

Print/Digital:

Book Brochure
Invitation, Press/Advertising Materials
Colour Black and White

Image location: Cover Interior

Publication details (title, print run, etc...): _____

Website:

Website Name: _____

URL: _____

TV/DVD/Film:

Title of Program: _____

Date aired/produced: _____

Number of copies produced: _____

Other project details: _____

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Process

1. Please complete the Image Request Form in as much detail as possible, including the deadline for the material;
2. Requests must be submitted at least 6 weeks before the deadline to allow for review and acquisition of approvals, if applicable. The modification of an image, including cropping, requires permission from the copyright holder. Please allow for a longer approval period where modifications have been requested;
3. Upon review of the submitted request, should there be any questions or concerns about the intended image use or copyright holder, PAMA will be in touch;
4. PAMA will provide the image file and proper credit line upon receipt of permission from the copyright holder. The applicant can only use the image and credit line provided by PAMA. In the absence of permission from the copyright holder, an alternative image will need to be selected.

Conditions for Reproduction and Image Use

If the image request is approved, the applicant understands and agrees to the conditions listed below:

1. **USE** – Permission is for one-time use only as described on this form and with any conditions set by PAMA or the copyright holder. Additional uses require further permission. Be as specific as possible to cover the whole project about the use of the image(s) in the request;
2. **REPRODUCTION** – Images may not be altered without written permission. If alteration of the image(s), such as cropping, is required, include this in the request;
3. **IMAGE CREDITS** – All reproductions must appear with the credit lines provided by PAMA. If changes need to be made to the credit lines, further permission is needed. If the applicant has concerns about the credit lines, such as length, include this in the request;
4. **COPYRIGHT** – The applicant assumes responsibility for the completeness and correctness of the content of the copyright request and that the end use does not extend past the request. For images where the copyright has not been assigned to PAMA or which are not in the Public Domain, permission will need to be sought by the applicant and proof of licensing for the images provided to PAMA. The applicant is responsible for ensuring that they follow all conditions set by the copyright holder and pay appropriate fees where applicable. In some cases where copyright is not required, PAMA may still require the applicant to seek permission or guidance from the maker or maker community if the image(s) is deemed to be culturally sensitive;
5. **PUBLICATION** – The applicant is responsible for providing a hard or digital copy of the publication that the requested image(s) will appear in;
6. **COSTS** – The applicant must pay for any photography and applicable staff time needed for the request's administration. These fees will be outlined prior to request approval.

Signature: _____

Date: _____